

## Mandatory Scored Questions

Offerors must answer all the questions in this spreadsheet in the cell provided.

Failure to answer these questions will result in disqualification of the proposal.

Offerors must indicate whether their proposal meets the individual requirement and provide a supporting narrative in the space provided. The narrative description, along with any required supporting materials, will be evaluated and awarded points in accordance with Section 6, Proposal Evaluation and Award. ONLY upload documents if there is a Yes in the "Upload Attachments with Additional Information?" column, to provide additional information about specific questions. Documents not requested in this column will not be evaluated.

**DO NOT INCLUDE ANY COST INFORMATION IN YOUR RESPONSE TO THIS WORKSHEET.**

Question #	Questions per Proposal Factors/Categories	Response by Offeror	Upload Attachments with Additional Information?	Attachment File Name
	<b>Experience</b>			
1	Offeror must possess a minimum of 5 years of documented experience providing contract management services with a similar scope of services. (Provide examples of management experience similar to the scope of deliverables outlined in the RFP)	LRG meets this requirement. For 10 years, we have worked with over 65 pregnancy care organizations, managing 2 grant programs on their behalf and providing oversight for grant compliance.	Yes	Mandatory Scored Questions - Experience-Question #1
2	Offeror must submit a list of all clients for whom similar services, as detailed in this RFP, have been provided during the past three years. The list must include: dates of service, name of contact person, title of contact person, address, and phone number of contact person	Grant programs were not available through LRG during the last three years, but we have offered grant opportunities to all of the Georgia pregnancy care organizations for ultrasound proficiency trainings (12 awarded) and technology (7 awarded) from 2008-2013. LRG developed, announced, screened, awarded, and maintained oversight on both grant programs.	Yes	Mandatory Scored Questions - Experience-Question #2
3	Offeror must provide at least 3 references from former clients to whom they provided contract management services with a similar scope of service to those in this solicitation. Each reference must include the following: client name, contact person, phone number, email address, and the scope of service <b>NOTE: If the agency has never received grant funding from any agency before then they would need to include any information they believe would be beneficial to substantiating their ability to meet the deliverables as outlined in this RFP.</b>	There are three reference letters attached from organizations who were grant recipients.	Yes	Mandatory Scored Questions - Experience-Question #3
4	Offeror must disclose any services terminated by the client(s) and the reason for termination	None	No	
	<b>Financial Stability</b>			
1	Offeror must provide a copy of the most recent audited financial report if a public company. The offeror must, if not a public company, provide a copy of the most recent internal financial statement and a letter from their financial institution stating the offeror's financial stability. The letter must be on the financial institution's letterhead.	Since we are a non-profit organization, we are providing an internal financial statement and a letter from our financial institution stating our financial stability.	Yes	Mandatory Scored Questions - Financial Stability Question #1

2	Offeror must disclose any pending or current litigation against their company. If None type "None" in the comments section.	None	No	
3	Offeror must disclose any bankruptcies filed in the last ten years. If None type "None" in the comments section.	None	No	
	<b>Organization Composition</b>			
1	Offeror must be a 501 (c)(3) organization, including having a board that hires and supervises the agency's director and provides oversight for organizational operations.	We are providing a copy of our 501c3 documentation and excerpts from our bylaws regarding board oversight.	Yes	Mandatory Scored Questions- Organization Composition-Question #1
	<b>Technical Requirements</b>			
1	Offeror must describe their approach to creating and administering a grant application process, including announcement, review and administration.	<b>Announcement:</b> 1)Prepare notice of state funding availability for organizations who offer pregnancy support services as listed in the DPH contract. Notice will include who can apply, when to apply, and how to apply. 2)Notice will be sent through direct communication to LRG's comprehensive list of known eligible direct service providers, coalitions with a primary mission of promoting healthy pregnancy and childbirth, Georgia Association of Non-Profit Organizations, related social media outlets if deemed appropriate, and the LRG website with application instructions. 3) In-person meetings and webinars will be offered to answer applicants' questions regarding the application process. <b>Review:</b> 1)Each applicant will receive an acknowledgement of receipt of submission. 2) LRG personnel will conduct initial screening to ensure requirements listed in Attachment 7, Section 3, Item iii, and item iv are met. 3)A Grant Review Committee (GRC) will be established to review qualified submissions and determine recommendations to DPH. The GRC will consist of LRG staff and key industry experts or consultants. If any formal relationship with an applicant and GRC member is identified, the GRC member will abstain from evaluating that application. <b>Administration:</b> Applicants will mail in the application but can also upload it to an online application to track submissions and see deadlines are met. Online application tool will allow ease of review and facilitate online evaluation matrix in a centralized secure location. The online application process assists the applicant and LRG in tracking submissions, communications, notifications, and monthly reporting and annual report creation. Further, LRG will create confidentiality systems and development of proper forms, select GRC to review submissions and determine recommendations, and establish communication channels to present recommendations to DPH.	No	
2	Offeror must describe their approach to evaluating provider grant applications on a competitive basis and recommending providers to DPH.	The <b>initial review</b> of each grant submission will be conducted by the LRG staff to verify the completeness of the grant application and to determine compliance with qualifications listed in Attachment 7, Section 3, Item iii and Item vi of the Contract for Services. If the applicant qualifies, then the submission is referred to the GRC. The <b>evaluation</b> of each qualifying grant submission by the GRC will be based on the elements and scoring described in Exhibit A of the DPH contract. The scores will be compiled and the highest scoring grant submissions will be recommended to the DPH.	No	
3	Offeror must describe their approach to selecting qualified providers to participate in the program.	GRC members will rank the applicants without seeing other evaluator scores. A cumulative ranking report will be created for further committee discussions to identify provider recommendations. LRG will contact applicants when necessary to clarify any questions for the GRC if needed prior to making recommendations to DPH. If DPH requests additional clarification prior to approving recommendations, the Offeror will provide a response from the provider within five business days.	No	

4	Offeror must describe their approach to communicating written acceptance or denial of grant applications that have been approved by DPH, to Direct Client Service Providers.	We will notify each applicant in writing as to the outcome of their grant submissions. Electronic notification will be done through an online system for prompt communications with key Provider emails to ensure delivery and through first class certified mail within seven days of DPH's acceptance or denial.	No	
5	Offeror must describe their approach to monitoring the continual compliance with the subcontract and ensuring that providers fulfill all subcontract requirements.	Each Direct Client Service Provider, who receives a grant award, will be monitored in order to affirm compliance with requirements. The following monitoring procedures will be utilized: 1. Visit site to verify overall quality of operations. 2. Maintain file with written evidence of compliance with the qualifications required by the sub-contract. 3. Review of required reporting 4. Host an annual meeting of all grant recipients to insure that Providers are properly informed regarding their commitments and additional meetings as needed.	No	
6	Offeror must describe their approach to processing, inspecting, reviewing, and approving subcontractors' budgets, invoices for payment, and documentation of expenditures.	LRG's Grant Administrator will have oversight of processing, inspecting, reviewing, and approving subcontractors' budgets, invoices for payment, and documentation of expenditures. Each subcontractors' budget will be evaluated as part of the initial grant submission review by the Grant Administrator. Each invoice submitted by a subcontractor must include documentation of expenditures listed (i.e. receipts, payroll stub, etc.) and will be approved by the Grant Administrator prior to submission to the DPH. Unless performed by the DPH, LRG will conduct an annual review of each Direct Client Service Provider by an independent certified CPA within 120 days of the completion of its fiscal year verifying compliance with all financial requirements under the grant.	No	
7	Offeror must describe their approach to maintaining records for each grant applicant and award.	The online grant process will provide secure back up storage of records. Additionally reports and data can be exported and saved for records and historical data and capturing of impact. LRG will also have a secured electronic filing system to download grant applications of those approved, and declined. Data may be filed as follows: 1) Application and supporting documents, 2) Contract, 3) Financials, 4) Reports, 5) Correspondence, 6) Invoices and Reimbursement. Monthly reports will be uploaded and downloaded to online grant process so that Provider and LRG can assure that submissions are received and reviewed. Once reviewed by LRG they will be submitted to DPH.	No	
8	Offeror must describe their approach to coordinating activities and correspondence between the DPH and Direct Client Service Providers.	The Grant Administrator will be the primary contact for communication with the DPH. The Administrator will be available to meet or communicate regularly with the DPH representative to ensure the program is implemented according to DPH specifications. The Administrator will also be primary contact for educating the subcontractors in regards to programmatic details and/or DPH mandates and modifications. The Program Manager will be the primary point of contact for the subcontractors in regard to completion of applications, proper reporting, and maintenance of files. LRG will review and analyze Provider progress in reporting outcomes and budgetary expenditures. If clients reached outcomes are not in line with budgetary expenditures, LRG will contact Provider and ask for a clarification or request an action plan from Provider as a solution. If DPH has additional documentation needs LRG will provide a response and time line for action if needed.	No	

9	Offeror must describe their approach to developing and implementing an evaluation plan to monitor progress and outcomes for the proposed Pregnancy Support Services.	<p>Once grant awards and agreements have be completed, the Offeror will hold an initial conference call/or webinar to kick off the grant implementation. Each provider will have a representative on the call. Monthly reporting requirements will be clarified. Offeror will communicate they are a continuous resource for questions about grant implementation and issues. After the first monthly reports are submitted to DPH an additional provider conference call will be held if needed (date to be determined) and/or in-person conference to troubleshoot any initial programmatic issues. LRG will commence regular reminder to file reports, requests, acceptance and review of reports. In addition, monitoring the progress and outcomes for the Proposed Pregnancy Support Services may include the following components:</p> <ol style="list-style-type: none"> <li>1. Request initial report from each subcontractor listing all eight services specified in the contract and the current number of unduplicated clients participating in each service. Require monthly updates.</li> <li>2. Periodically compare and summarize changes reflected in monthly reports defined in item 1 with the reporting required in Attachment 7, Section 3, F(v).</li> <li>3. Establish client follow-up procedures for subcontractors to determine outcome of each client's pregnancy and require monthly reporting of results</li> </ol> <p>Further, LRG will analyze progress in reporting and outcomes generally. If outcomes are not in line with expenditures, LRG will contact subcontractor and ask for an explanation or request and action plan to resolve progress and outcomes within 10 business days so that changes can be implemented within the next 30 days from submission of action plan.</p> <p>In addition, LRG plans to compile information on subcontractor successes to promote a general commitment to the viability and success of the grant program as well as encourage subcontractors to seek competitive successes.</p>	No	
	<b>Staffing</b>			
1	The offeror must provide an organizational chart including all staff that will be used in the course of the resulting contract showing reporting relationships within their organization and a biography for agency director.	An organizational chart and a biography of the Executive Director of LRG is attached.	Yes	Mandatory Scored Questions-Staffing-Question #1
	<b>Implementation</b>			
1	The offeror must submit an implementation plan in response to this RFP to ensure a smooth transition of services to be provided under the new contract. The implementation plan shall include all tasks to be performed and milestone dates.	LRG has created an implementaion plan for this RFP. Due to the comprehensive nature of developing new processes for each stage, exact dates cannot be given but LRG has estimated time frame required to effect stages of the implementation plan.	Yes	Mandatory Scored Questions-Implementation-Question #1 and #2
2	The offeror must describe their approach to develop and implement direct service provider contracts within 30 days of contract execution date.	The attached Implementation Plan outlines LRG's use of the online application tool, immediate communications of award to direct service providers, follow-up compliance to ensure proper contracts are in place and requirements under each DSP contract are communicated and understood, and opportunities via webinar and meeting availability to ensure direct service provider contracts are executed timely.	Yes	Mandatory Scored Questions-Implementation-Question #1 and #2
	<b>Reporting</b>			

1	Offeror must describe its ability to collect and report appropriate documentation as required by DPH.	Upon notice of award of this bid, our Grant Administrator would immediately proceed with finalization of the online grant application tool with data management services. Use of this program would allow for ease of intake and standard processes of compiling data - for the application process as well as reports. Our Grant Administrator would primarily be responsible for organization of the data and preparing/transmitting data as required by the DPH. We have reviewed the invoicing and requirements set out in the RFP and already have in place company email, data storage and filing systems sufficient to manage information via intake and return reports to the DPH.	No	
2	Offeror must describe its ability to submit timely and complete quarterly and end of the year programmatic reports.	As previously described, we expect to utilize an online application and data management tool which would allow for efficient data compilation and review as well as reporting. In the event the application tool would not be compatible with the outcomes program reports, our Grant Administrator would be responsible to ensure quarterly reports were timely compiled and appropriately communicated to the DPH. The Grant Administrator and Program Manager would jointly work to complete accurate and comprehensive end-of-the-year programmatic reports to ensure overall program success as well as measureable outcomes for continued project funding.	No	
3	The offeror must provide samples of all available standard reports.	Attached are the following forms: 1)Due Diligence Review Form, 2)Logic Model Template, 3)Grant application-Parts A and B (previous grant program administered by LRG, 4)Site Visit Form, 5)Request for Stats, and 6)Summary of Stats	Yes	Mandatory Scored Questions - Reporting - Question #3